

San Antonio Housing Commission to Protect & Preserve Dynamic & Diverse Neighborhoods

Meeting Minutes

Tuesday, September 22, 2015

4:00 P.M.

Municipal Plaza Building

Members Present: Boardmember Rod Radle, *District 1*
Boardmember Jackie L. Gorman, *District 2*
Boardmember Gabriel Q. Velasquez, *District 3*
Boardmember Mu S. Chi, *District 4*
Boardmember Debra A. Guerrero, *District 5*
Boardmember Michael Hogan, *Vice Chair, District 6*
Boardmember Rebecca J. Walter, *District 7*
Boardmember George J. Balliet, *District 9*
Boardmember Gilbert M. Piette, *District 10*
Boardmember James H. Bailey, *Mayoral*
Boardmember Jennifer M. Gonzalez, *Chair, Mayoral*
Boardmember Natalie Griffith, *Mayoral*
Boardmember Richard Milk, *Mayoral*
Boardmember Carol Rodriguez, *Mayoral*

Members Absent: Boardmember Noah Garcia, *District 8*

Staff Present: Peter Zanoni, *Deputy City Manager*; John Dugan, *Director, Department of Planning & Community Development*; Camila Kunau, *Assistant City Attorney, Office of the City Attorney*; Marc Druck, *Compliance Auditor, Office of the City Auditor*; Michael Taylor, *Planning Administrator, Department of Planning & Community Development*, Hollis Young, *Office*

of the City Attorney; Edward Guzman, Office of the City Attorney; Ramiro Fernandez, Planning Coordinator, Department of Planning & Community Development; Christopher Lazaro, Planning Coordinator, Department of Planning & Community Development; Aurora Perkins, Special Projects Manager, Center City Development & Operations Department; Colleen Swain, Assistant Director, Center City Development & Operations Department; Catherine Hernandez, Planning Manager, Development Services Department; Johanna Vasquez, Administrative Assistant, Pre-K 4 San Antonio

1. Introduction of Commissioners to Include Mayor's Chair and Vice-Chair appointments

Deputy City Manager Peter Zanoni introduced himself and shared some introductory remarks along with approximate duration of meeting.

Deputy City Manager Peter Zanoni informed the Commission as follows:

- There is a City Official from City clerk's office present that will be performing the official swearing in. The city official is Brandon Smith.
- There is a detailed agenda that will cover behaviors on commission ethics, introduction to staff, background work performed by the task force and a one year work plan that spans over a year and presented to city council. All material is in the booklet and also includes a briefing memo that describes each item and a PowerPoint.
- Brandon Smith conducted the official swearing in.
- The Chair and Vice Chair were introduced along with their background and bios.
- Introduce staff along with introducing themselves amongst each other.
- Commission Members introduced themselves.

2. Briefing and discussion on the roles and responsibilities of the Commission

John Dugan, Director, Department of Planning & Community Development elaborated on background issues relating to growth and affordable housing in San Antonio. He expanded on what the City is facing in the future which is a growth in population in excess of 1 million people in the next generation to include approximately 300,000 in national growth and 600,000 to 1,000,000 in migration. This will cause a lot of dynamism in housing. This will create ½ million in new jobs as well as ½ million in new units.

The city receives 22% in traditional government fund sourcing every year. This is a major challenge for the city. A study performed by HUD resulted in an unmet need of 153,672 units when we are only producing 1,000 units per year.

The average family earns less than \$20,000 per year or less. All spend approximately 50% on housing expense. Owner occupied units are on the decline due to not being able to buy versus renting. We currently have 50,000 physically challenged units that either dilapidated or need to be replaced.

Another huge challenge for the commission will be to achieve balance. This will be done with revitalization and renewed neighborhoods. The caution here is that to focus on not to cause an issue with businesses and homes having to leave because living in the neighborhood becomes too expensive. There is a real huge challenge to achieve this balance as we move forward.

Part of that demand is going to come from our sustainable neighborhoods. A working group is now looking into these major factors. One of the demands is our walkable neighborhoods. Currently we have only 14% of neighborhoods that have walk to services. We hope this will change as we implement more comprehensive policies. We need to balance housing/jobs better for communities.

We need to expand our choices in housing. Currently we have approximately 3,600 in homeless situations in Bexar County. 44% are unsheltered and out in the streets. 25% of our population is disabled and live below the poverty line. 28,000 are veterans with disabilities. 58% are non-traditional household single parent and empty nesters want an alternative to detached homes. This is the primary product of the private sector to deliver to the city. There is a big challenge for more diversified housing types.

There are lots of studies and results we can share. The new comprehensive plan that when it is completed in the spring will have policies, recommendations, and implementation programs on how to look at housing issues, city and county wide.

What is your charge? It is pretty clear, in the Council Ordinance that setup the Housing Commission. First, is to implement the 13 recommendations from the Mayor's Task Force. Also, to develop policies to minimize the displacement and mitigate the effects of neighborhood change, neighborhood change can be good but many affect people in negative ways and businesses too. Develop policies to increase workforce and affordable housing in both preservation and production. Roles of Commission is to serve as an advisory to City Council, to represent your field and expertise, and to maintain communications with constituency that you represent, to become inform about the issues before coming to a conclusion, respect the views and concerns of other members, and provide opportunities for input by those impacted by policies. We will have opportunities for other people and neighborhoods to come and speak. These are your primary rules and responsibilities.

We will be hiring two positions, a Housing Policy Manager and Administrative Assistant that will bring resources to the Commission. We have \$50,000 for technical assistance to produce an Annual Report or studies you may want to do and \$25,000 budgeted for the Housing Summit.

3. Briefing on boards and commissions rules, procedure and ethics

Camila Kunau , Assistant City Attorney, Office of the City Attorney, elaborated on the rules, ethics and procedures and explained that that this commission was created by a City Council advisory body and they are under adopted rules for Boards of Commission. All meetings are posted to the public and have to be posted 72 hours prior at City Hall. The commission has a

webpage on SanAntonio.gov. There will be recorded adopted minutes to the meetings. The commission is subject to the Texas open record laws which mean all records are public records. This includes e-mails, text and documents relating to the commission. Recommends creating an e-mail account for this commission specifically. Save all documents in a folder. No texting is recommended unless message(s) can be downloaded are accessible if requested. Do not send e-mails to a large group that would qualify as a meeting not properly posted and would not be following the open records law.

City Board and Council require commission to fill out an application at the end of the term which expires May of 2017. No limits on terms, however if a member leaves at mid-term a replacement will be required.

A quorum of the body has to be present in order to make a decision. A quorum is defined as a minimum of 8 members to be present in order to make decisions. If there are less than 8 presentations are allowed but no voting. No proxy votes are allowed.

Telephone communication is not permitted but video communication is permitted.

We try to be polite and direct to chair. No personal attacks. We do not follow the order of motion and second motions made but we make it traceable.

Discussed the links provided on document and what information each resource provided. Open meeting video, affidavit of attending training to be printed and sent to City Clerk's office, Boards of Commission Rules.

Jackie Gorman asked what is limit for group and assistant Attorney Kunau advised 8 is the number.

Gilbert Piette asked for clarification if less than 8 no Board business can be discussed and Attorney Kunau confirmed.

Natalie asked for clarification on "no phones". Attorney Kunau elaborated that it meant if you cannot attend a meeting you cannot call in and participate by phone.

Marc Druck Compliance Auditor, Office of the City Auditor presented the Code of Ethics and their respective meaning and relation to the advisory board. He elaborated on the reason behind the design of the ethics code was to design and preserve democracy.

He also provided sources where to read as well as the slide show presentation being available to anyone who was interested in receiving a copy via e-mail.

He discussed the different code of ethics:

- ✓ Conflicts of Interest
- ✓ Prohibited Contracts
- ✓ Discretionary Contract Disclosure
- ✓ Gifts Received
- ✓ Travel Reporting

- ✓ Political Activity
- ✓ Representation of Private Interest

4. Briefing on Mayor's Task Force on Preserving Dynamic and Diverse Neighborhoods Final Report

Michael Taylor, Planning Administrator, Department of Planning & Community Development reported on the Mayor's Task Force Final Report on a high level.

Short Term Recommendations

1. Create a San Antonio Housing Commission to Increase Workforce and Affordable Housing Preservation and Production Implement Task Force Recommendations.

This has been completed. This will require commission to report on an annual basis the housing conditions.

2. Amend the Zoning Change Notification Process to Include Notification for Renter Households and Commercial Tenants.

Increase public awareness and involvement. Create larger zoning signs and provide courtesy notices when changes occur.

3. Designate the City Housing Counseling Program and the Fair Housing Council of Greater San Antonio as Primary Resources for Vulnerable Residents to Minimize Displacement and Mitigate the Effects of Neighborhood Change.

Great resources provided by Department of Human Resources. Designate a "go to" resource for those renters who feel they are being treated unfairly.

Boardmember Carol Rodriguez asked at what capacity there would be for change and or expansions. Mr. Taylor elaborated that part of the work plan was to look over recommendations for resources. Boardmember Rod Radle recommended that both organizations take a look at incentive programs. Mr. Taylor stated that additional resources would be allocated and they would have updates at the next meeting.

4. Develop Relocation Assistance Policy for Circumstances when Displacement cannot be avoided

When displacement cannot be avoided goal is keeping people from being displaced. Treated fairly. Project City incentives that will require bigger discussions with Task Force. Realize impact and value when requirement is added.

5. Plan and Host an Annual Housing Summit.

Housing Summit had 171 in attendance and many great speakers. Looked at leveraging and enhancing public resources. Look at local products that meet demand. See work plan on many housing policies.

Long Term Recommendations

1. Conduct a Systematic Assessment of Policies, Programs, and City Boards/Commissions to Determine their Impact on Displacement, Loss of Affordable Housing and Neighborhood Change.

There will be a full review of all policies and whether they have an impact which may cause displacement. Look at Unified Development code and code enforcement along with assessment.

2. Explore and Implement Workforce/Affordable Inclusionary Housing Policies for Residential Development.

This item will require significant dialogue. Setting aside housing for low to moderate income families. Set a certain amount of units aside. Mandating project that receives city funds across the board. San Antonio City council taking the lead on this initiative if pursued.

3. Develop a Plan and Timeline for the Issuance of Housing Bond for the Rehabilitation Preservation, and Creation of Workforce/Affordable Housing.

This could be brought forth in 2017. The planning and starting could start right away. Austin already has a plan of 55 million and Dallas and Houston have also started as well.

4. Identify Ongoing Sources of Funds to be Utilized by San Antonio Housing Trust and Non-Profit Housing Providers for the Rehabilitation, Preservation and Creation of Workforce & Affordable Housing.

Ensure funds are available. Need another source of money. We are 150,000 units in the hole and falling behind every year. We do not have enough to meet demand.

Boardmember Carol Garcia recommended reaching out to Boardmember Noah Garcia for direction in leveraging funding.

5. Amend the Unified Development Code to Support the Rehabilitation and Creation of Alternative Housing Types.

Compare to other cities. Lots of alternative housing types allowed. Will allow change to family structure and family financial situation. Different housing mix. Different marketing mix. Heavily dependent on single families on 5,000 to 6,000 square feet of lot. Have other choices to meet demographic changes. Reduce administrative burden. Clarifications are too unclear.

6. Explore the Development of a Community Land Trust to Construct, Acquire, Rehabilitate and Resell Housing

Explore tools in Mobile Homes settings. Mission Trace development suffered displacement. There are 160 manufacturing home communities out of sight.

7. Explore Community Land Trust and Other Tools for the Protection of Existing Mobile/Manufactured Home Communities and Residents.

There are big issues with displacement. Develop a tool kit for manufacture home communities. Assess by current commission. Help by land trust or shared equity.

8. Explore the Creation of a Neighborhood Empowerment Zone and Other Tools to Provide Targeted Property Tax Relief for Long-Time Residents, Preserve and Create Workforce/Affordable Housing, Increase Economic Opportunities and Improve Services to Residents.

What can we do as a city within property tax relief long term? How do we provide so residents can stay? We have a vulnerable population. Look at total tax burden and provide relief.

5. Briefing and discussion on the FY2016 work plan for the Commission

Proposed work plan is based on the Mayor's Task Force Report. Move on to implementation as recommended. Use as starting point. Build or plan 1st year. Long term recommendation goals have implemented in 1 year. Work through recommendations on timeline on report. Work through Mayor's Task Force on issues we discover along the journey.